



YMCA WA VISITORS AND CONTRACTORS PROCEDURE

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|--|------------------------------------|----------------------|-----------------------|
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YMCA WA is officially accredited as a Child Safe Organisation

DOCUMENT CONTROL

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1.0 PURPOSE

To provide a safe environment for all children engaged and being educated and cared for by the YMCA WA Family Day Care Service.

2.0 SCOPE

This Policy applies educators; regular visitors; family day care service staff members, family day care educator family members, students, parents, children (including visiting children) and volunteers.

3.0 ROLES AND RESPONSIBILITIES

| Role Title | Responsibilities |
|------------|------------------|
| | |
| | |

4.0 RELATED LEGISLATION AND STANDARDS

| Legislation/Standard |
|--|
| Education and Care Services National Law (WA) Act 2012 |
| Education and Care Services National Regulations, 2012 |

5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

| Document ID | Document Title |
|-------------------|-------------------------------|
| | Visitors book - Service forms |
| SD-FDC-03-15-PROD | Record of Visitors Procedure |

6.0 STEPS

The YMCA WA Family Day Care Service will take reasonable steps to ensure that the education and care service provides a safe and secure environment for all children engaged and registered by the service.

The YMCA WA Family Day Care Service has a duty of care to protect the well-being of children, Parents/Guardians, Educators and Staff.

1. All visitors to the service office are required to sign in and out of the Service using the visitor's book.
2. Regular contractors to the service office must submit a current (less than 3 years old) police clearance. This is subject to the discretion of the Service Manager.
3. Contractors/visitors must ensure the provision of a tobacco, drug and alcohol free environment.
4. A risk assessment will be conducted for visitors residing at the family day care premises for less than 30 continuous days.
5. Please refer to Record of Visitors Procedure.

7.0 FEEDBACK

Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

The Document Owner is responsible for maintaining the currency of this document.

8.0 DEFINITION OF TERMS

| Term | Definition |
|--------------------------|--|
| Visitor | A visitor is a person visiting someone or somewhere, especially socially or as a tourist (Oxford English Dictionary). For the purposes of this policy and attached procedures, a visitor becomes a resident after 30 continuous days of residing in the same premises. (Refer to Policy: Fit and proper assessment). |
| Resident | A person who has or will stay for more than 30 days at the approved residence. |
| Overseas resident | If the person who is residing at the educator's residence is staying for more than 30 days the person may apply for a National Police Certificate from the Australia Federal Police. If the visit is planned and time is available a police certificate from their country of origin will be accepted. |